

Board Meeting Agenda

May 21, 2014 – 1:00 PM- 3:00 PM
Sakakawea Room

- Meeting called to Order at 1:00 pm.
- Attendance
 - Board Members Present: Mike Lynk, Dallas Carlson, Tom Trenbeath, Mike Ressler, Amy Vorachek, Sally Holewa, Russ Buchholz, Keith Schroeder (on phone), Rick Majerus (on phone), Kara Schmitz-Olson (on phone), Jarod Tufte
 - Visitors Present: Lyle Ripplinger, Larry Zubke, Cher Thomas, Jim Page, Josh Sasse, Chelsea Wiley
 - CJIS Staff Present: Molly Brooks, Andrea Grigsby, Heidi Smith
- Approval of the Agenda
 - Motion to approve the agenda: Tom Trenbeath; Second: Amy Vorachek; unanimous approval
- Approve Minutes from Prior Meetings
 - Motion to approve minutes: Mike Lynk; Second: Dallas Carlson; unanimous approval
- CJIS Portal User Access
 - Josh Sasse
 - Josh Sasse presented documentation that a prior charge in MN was a gross misdemeanor (not a felony).
 - A CJIS Board Member asked whether it would matter if the incident would have been a felony in North Dakota. Mike Lynk clarified that for the purposes of CJIS access, the practice is to go by the determination of the state in which the incident occurred.
 - Dallas Carlson says that he will verify the documentation.
 - A special meeting will be held to review documentation and vote on this issue.
- Strategic Planning – Jim Page and Molly Brooks
 - Presentation: Strategic Planning and Budget Recommendations
 - 5 Strategic Planning Objectives are:
 - Justice Information Sharing
 - Justice Automation
 - Technology Modernization
 - Security
 - Outreach & Communication
 - There are several goals beneath each objective; four of these goals were assigned to subgroups for additional study:

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- SubGroup1- Non-criminal Justice Data Sharing
- SubGroup2- Aggregated Federal & State Data
- SubGroup3- State's Attorney E-charging Process
- SubGroup4- Coordinated Communication & Training
- Each goal (including those studied by the SubGroups) were incorporated into one or more projects for 2015-2017. The total of the projects for which there are current cost estimates is around \$1,020,000. This does not include some pending items and SAVIN costs. Molly Brooks asked the CJIS Board whether this amount is approximately what they were anticipating.
- Mike Ressler stated the total does not seem out of line for the budget for the next biennium. Other Board Members agreed that it seems to be appropriate. There is a large focus on CJ and LE work in the state right now and the CJIS Board supports the work.
- Molly Brooks will proceed with the following next steps:
 - Distribute marketing materials (showing dependencies and benefits) for CJIS Board members to review within the next couple weeks
 - Work with ITD on draft budget and seek Board approval at the next meeting
 - Work with appropriate stakeholders on fully funding LERMS and STARS
- Mike Ressler added a request for a one page "selling" document to present to OMB to show the numbers and quantities using the LERMS and STARS programs currently. He requested to have this completed within a month to present in the August budget.
- Sally Holewa mentioned that she supports full funding for LERMS and STARS. She raised the challenge of explaining how the benefit of a free system would outweigh the cost of the lost revenue.
- Information: CJIS Status – Molly Brooks
 - Molly Brooks discussed budget and the planning phases for the project. The RMS Project will be switching to execution soon.

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- Amy Vorachek asked for clarification regarding the priority list on the document and how it was being used. Molly clarified that the priority list was used to show the biennium of the funding for a project.
- Molly Brooks complimented staff for the increased quality of stakeholder engagements
- Dallas Carlson stated that he has not heard anything negative about stakeholder engagement recently.
- Roundtable Discussion of Current Agency Projects – Mike Ressler
 - Rick Majerus (Cass County Sheriff's Office): expressed appreciation that CJIS presented to the Sheriffs and Chiefs; nothing more to report
 - Kara Schmitz-Olson (Cass County State's Attorney's Office): said that she will check on any needed remaining changes to JustWare and follow up with CJIS staff.
 - Keith Schroeder (Devil's Lake Police Department): discussed the use of technology in investigations.
 - Russ Buchholz (DOT): discussed the prospect of using another tower; the central office should be complete by end of the year.
 - Sally Holewa (ND Courts): no updates.
 - Amy Vorachek (DOCR): the new Elite system upgrade has been delayed.
 - Tom Trenbeath (AG): no updates.
 - Dallas Carlson/Cher Thomas (BCI): The sex offender grant allowed for 25 remote fingerprint devices. LiveScans with XP will be replaced by end of May. ITD is helping to install firewalls for all LiveScans. Seventeen new agencies will be live with LiveScan soon. A new, automated workflow for background checks for applicants of CJ entities will be finished soon. Mental Health records are almost complete; AG-IT will receive these records from the courts using the CJIS Broker and is waiting on the MOU from the courts.
 - Jarod Tufte (Governor's Office): no updates.
 - Mike Ressler (ITD): discussed the RMS system and the schedule for the go live. The move to the new building is about a month behind the schedule, looking like about August 1.

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- CJIS Director Review
 - Discussion:
 - Mike Ressler thanked the CJIS Board for the feedback they provided on the CJIS Director's performance.
 - Mike Ressler recommended that the CJIS Board use the ITD raise process, under which Mike Ressler plans to recommend an approximate 3.2% pay raise, based on feedback that performance has "exceeded expectations."
 - Kara Schmitz-Olson asked when the raise would go into effect. Mike Ressler said that it would go into effect on July 1, 2014, based on regular raise timeframe.
 - Motion to approve ITD's standard pay increase: Tom Trenbeath; second: Amy Vorachek; unanimous approval.
- Next CJIS Board Meeting
 - CJIS Board special meeting for Josh Sasse issue will be scheduled.
 - The next regular CJIS Board Meeting will be in early August.
- Meeting Adjourned at 2:05 pm
 - Motion to adjourn: Tom Trenbeath; second: Sally Holewa; unanimous approval